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# MANAGEMENT DIRECTIVE

535.2  
Amended  
Number

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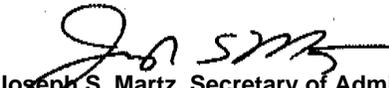
## COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

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Subject:

Physicians and Related Occupations Specialty Board Certification Payments

By Direction Of:

  
Joseph S. Martz, Secretary of Administration

Date:

February 21, 2006

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A physician in the T-3, T-4, or T-5 unit who is certified by one or more specialty boards is eligible for additional compensation beyond his or her regular salary. This amendment is being reissued with minor changes and to update the list of eligible classifications and payment amounts.

**1. PURPOSE.** To establish eligibility criteria and procedures for payment of a Specialty Board Certification Payment to physicians in units T-3, T-4, and T-5.

**2. SCOPE.** This directive applies to all agencies under the Governor's jurisdiction.

**3. POLICY.**

**a.** Executive Board Resolution CN-81-189 and agreements between the Commonwealth and the Pennsylvania Doctors Alliance specify that physicians in units T-3, T-4, and T-5 who possess a Specialty Board Certification and who fulfill the criteria listed below shall receive payment as specified in Enclosure 1.

(1) A physician must be employed on June 30 of a fiscal year to be eligible for payment.

(2) A physician must possess a current certification (membership) in one of the specialty boards listed in Section 6.c., or in its British or Canadian counterpart.

(3) The regular duties of a physician in the T-4 or T-5 units must be predominantly within the area of specialty for which he or she is certified to be eligible for payment. A physician in the T-3 unit need not be working in the area of specialty for which he or she is certified to be eligible for payment.

**4. DEFINITION. Work Schedule.** The time, in hours or percent of full-time schedule, that an employee normally works. Regular hours, scheduled overtime, and on call hours (counted as one-quarter hour for each hour on call) are included.

**5. RESPONSIBILITIES.**

**a. Employees** are responsible for submitting documents to support Board Certification Payment between June 15 and June 30 of the fiscal year.

**b. Agency or institution heads** must certify employees' work schedules and that each employee's regular duties are such as to qualify the physician under the provisions of Section 3.a.(3).

**c. The Bureau of Commonwealth Payroll Operations** is responsible for payment to employees.

## 6. PROCEDURES.

**a.** An employee's work schedule, as defined in Section 4., is to determine the percent of employment.

### **b. Eligibility.**

**(1)** Full-time employees are entitled to Board Certification Payment upon certification by an appropriate specialty board listed in paragraph c., prorated according to an employee's length of compensable status during the fiscal year. Employees in compensable status 10 or more days during a calendar month will be credited with service for that month. The payment to a physician who becomes board certified during the fiscal year will be based upon his or her length of compensable status while board certified. (See Enclosure 1, Table 1 or 2, as appropriate, for table of payments and examples for computing awards.)

**(2)** Part-time employees are entitled to Board Certification Payment upon certification by an appropriate specialty board, prorated by comparing their compensable hours with a full-time schedule of 37-1/2 hours per week. Those employees working less than 50 percent of a full-time schedule are not entitled to an award. The amount must be further prorated according to length of compensable status while board certified during the fiscal year. An employee must be in compensable status 10 or more days in a calendar month to be credited with service for that month. (See Enclosure 1, Table 1 or 2, as appropriate, for table of payments and examples for computing awards.)

**(3)** To be eligible for payment, an employee's duties must comport with the provisions of Section 3.a.(3).

**(4)** Eligibility is limited to employees in the following classifications:

- 33300 Disability Physician Specialist 2
- 33350 Vocational Rehabilitation Physician 1
- 34461 Public Health Physician
- 37300 Staff Physician Manager
- 34490 Epidemiologist
- 34500 Epidemiologist Manager
- 37310 Staff Physician 1
- 37320 Staff Physician 2
- 37390 Physician Specialist, Internal Medicine
- 37500 Staff Psychiatrist
- 37510 Psychiatrist Supervisor
- 37520 Chief Psychiatry
- 37530 Psychiatric Physician Manager
- 37550 Chief Clinical Services, Mental Hospital
- 37560 Mental Health Clinical Director
- 37561 Chief Medical Officer DPW
- 37562 Medical Director OMAP
- 37563 Medical Director OMR
- 37564 Medical Director OCYF
- 37565 Psychiatric Director OMR
- 37830 Supervisory Physician
- 37860 Management Physician 1
- 37870 Management Physician 2

47648 Chief Clinical Services Division, Corrections  
U0320 Deputy Secretary for Public Health Programs  
U0370 Deputy Secretary for Mental Health

**c. Documentation.** Employees must provide a copy of the certification of board membership in one of the following specialty boards or in its British or Canadian counterpart.

American Board of Family Practice  
American Osteopathic Board of General Practice (equivalent to AMA Board of Family Practice)

American Board of Internal Medicine  
American Osteopathic Board of Internal Medicine

American Board of Physical Medicine and Rehabilitation Medicine  
American Osteopathic Board of Rehabilitation Medicine

American Board of Psychiatry and Neurology  
American Osteopathic Board of Neurology and Psychiatry

American Board of Anesthesiology  
American Osteopathic Board of Anesthesiology

American Board of Dermatology  
American Osteopathic Board of Dermatology

American Board of Emergency Medicine  
American Osteopathic Board of Emergency Medicine

American Board of Internal Medicine (including sub-specialties)  
American Osteopathic Board of Internal Medicine (including sub-specialties)

American Board of Nuclear Medicine  
American Osteopathic Board of Nuclear Medicine

American Board of Obstetrics and Gynecology  
American Osteopathic Board of Obstetrics and Gynecology  
American Osteopathic Board of Obstetrical and Gynecological Surgery

American Board of Orthopedic Surgery  
American Osteopathic Board of Orthopedic Surgery

American Board of Otolaryngology  
American Board of Ophthalmology  
American Osteopathic Board of Ophthalmology and Otorhinolaryngology  
(including sub-specialties)

American Board of Pathology  
American Osteopathic Board of Pathology

American Board of Pediatrics\*  
American Osteopathic Board of Pediatrics\*

American Board of Preventive Medicine  
American Osteopathic Board of Public Health and Preventive Medicine

American Board of Radiology  
American Osteopathic Board of Radiology

American Board of Surgery  
American Osteopathic Board of Surgery (including sub-specialties)

American Board of Urology

American Board of Allergy and Immunology

American Board of Colon and Rectal Surgery

American Board of Neurological Surgery

American Board of Plastic Surgery

American Board of Thoracic Surgery

American Board of Forensic Psychiatry

\* Pediatrics is defined as care of infants and children to chronological age 18.

**d.** Enclosure 2 contains procedures for processing of Specialty Board Certification Payments.

**Note** - The pdf attachment includes the following:

Enclosures:

- 1 – Tables of Awards
- 2 – Procedures for Processing Specialty Board Certification Payment
- 3 – Sample Memorandum

**This directive replaces, in its entirety, *Management Directive 535.2* dated January 29, 1997.**

## TABLES OF AWARDS

**Table 1: Amount of Specialty Board Certification Payment, except a Physician certified by either the American Board of Psychiatry and Neurology in the Specialty of Child Psychiatry or by the American Board of Forensic Psychiatry.**

Months of Service	Total Compensable Hours for Employee	Full-Time Employment	75-99 Percent Employment	50-74 Percent Employment	•
12	1956	\$5,600.00	\$4,200.00	\$2,800.00	•
11	1793	5,133.33	3,850.00	2,566.67	•
10	1630	4,666.67	3,500.00	2,333.33	•
9	1467	4,200.00	3,150.00	2,100.00	•
8	1304	3,733.33	2,800.00	1,866.67	•
7	1141	3,266.67	2,450.00	1,633.33	•
6	978	2,800.00	2,100.00	1,400.00	•
5	815	2,333.33	1,750.00	1,166.67	•
4	652	1,866.67	1,400.00	933.33	•
3	489	1,400.00	1,050.00	700.00	•
2	326	933.33	700.00	466.67	•
1	163	466.67	350.00	233.33	•

**Example 1:** An employee's total compensable hours for the fiscal year, counting one-quarter hour for each hour on call, is 900; and the employee has been in compensable status 10 or more days in each of 10 calendar months. The percent of a full-time schedule, computed as follows, would be 55 percent and the amount of the award would be \$2,333.33. •

Full-time schedule	= 1956 hours
Average hours worked per month (900 hours/10 months)	= 90 hours
Total compensable hours converted to a 12-month schedule (90 hours x 12 months)	= 1080 hours

$1080/1956 = 55.21$  percent or 55 percent and the employee would be entitled to an award based on 50-74 percent employment for 10 months or \$2,333.33. See Table 1. •

**Example 2:** The same employee, in compensable status 10 or more days in each of 12 calendar months, is not eligible for an award based on the computations below:

Full-time schedule	= 1956 hours
Average hours worked per month (900 hours/12 months)	= 75 hours
Total compensable hours in fiscal year	= 900 hours

$900 / 1956 = 46.01$  percent or 46 percent; therefore, the employee would not be entitled to an award.

**Table 2: Amount of Specialty Board Certification Payment for Physician certified by either the American Board of Psychiatry and Neurology in the Specialty of Child Psychiatry or by the American Board of Forensic Psychiatry.**

<b>Months of Service</b>	<b>Total Compensable Hours for Employee</b>	<b>Full-Time Employment</b>	<b>75-99 Percent Employment</b>	<b>50-74 Percent Employment</b>
12	1956	\$10,000.00	\$7,500.00	\$5,000.00
11	1793	9,166.66	6,875.00	4,583.34
10	1630	8,333.34	6,250.00	4,166.68
9	1467	7,500.00	5,625.00	3,750.00
8	1304	6,666.66	5,000.00	3,333.34
7	1141	5,833.34	4,375.00	2,916.68
6	978	5,000.00	3,750.00	2,500.00
5	815	4,166.66	3,125.50	2,083.34
4	652	3,333.34	2,500.00	1,666.66
3	489	2,500.00	1,875.00	1,250.00
2	326	1,666.66	1,250.00	833.34
1	163	833.34	625.00	416.68

## PROCEDURES FOR PROCESSING SPECIALTY BOARD CERTIFICATION PAYMENT

1. **Employee.** Submits to the agency or institution human resource office, between June 15 and June 30 of the fiscal year, a copy of the certification attesting to his or her board membership. •

2. **Agency or Institution Head.**

a. Reviews board certification to determine effective date of board membership and to ensure that board is on the list of specialty boards included in Section 6.c. of this directive.

b. Ensures employee's regular duties have been predominantly within the area of specialty for which he or she is board certified or, in the case of a management physician, that the position is one which requires the skills of a physician. •

c. Ensures employee is in active pay status on June 30 of fiscal year.

d. Determines the total hours worked by the employee during the fiscal year (regular hours, overtime hours, emergency duty, and on-call hours), the total number of hours in the fiscal year for a full-time position, and the number of months' service while board certified during the fiscal year.

e. Prorates Specialty Board Certification Payment if employee has not been in compensable status every month of the fiscal year or if employee has not been board certified for the entire fiscal year.

f. Prorates Specialty Board Certification Payment if employee is employed less than full-time during the fiscal year.

g. Completes a memorandum, in format shown in Enclosure 3, in original and three copies.

h. Submits original and two copies of memorandum to Bureau of Commonwealth Payroll Operations.

i. Retains one copy.

3. **Bureau of Commonwealth Payroll Operations.** Pays employee appropriate Specialty Board Certification Payment within 60 days of the end of the year.

**SAMPLE MEMORANDUM**

**COMMONWEALTH OF PENNSYLVANIA**

**DATE:**

**SUBJECT:** Physicians and Related Occupations,  
Specialty Board Certification Payment

**TO:** Bureau of Commonwealth Payroll Operations

**FROM:** Agency/Institution  
Human Resource Office  
Department of

- This is to certify that the employee named below has met the eligibility requirements for a Specialty Board Certification Payment, as provided for by the Agreement and Memorandum of Understanding between the Commonwealth of Pennsylvania and the Pennsylvania Doctors Alliance or Executive Board Resolution CN-81-189.

Fiscal Year \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Bargaining Unit: \_\_\_\_\_

Class Code: \_\_\_\_\_

Certifying Board and Date of Certification: \_\_\_\_\_

Period of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Total Hours Worked in Entitlement Year: \_\_\_\_\_

Amount of Specialty Board Certification Payment: \_\_\_\_\_